

Minutes of the Personnel Committee

Tuesday, March 17 2009

Chair Schellinger called the meeting to order at 1:00 p.m.

Present: Supervisors Tom Schellinger (Chair), Dave Falstad, Jim Heinrich, Steve Wimmer, and Paul Decker. **Absent:** Pete Gundrum and Ted Rolfs.

Also Present: Chief of Staff Mark Mader, Employment Services Manager Sue Zastrow, and Principal Risk Management Analyst Mark Jatczak. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 12-9-08

MOTION: Heinrich moved, second by Falstad to approve the minutes of December 9. Motion carried 5-0.

Schedule Next Meeting Dates

April 7

Executive Committee Report of 3-16-09

Mader advised of the following issues discussed at the last Executive Committee meeting.

- Reviewed and approved pending legislation included in the last yellow packet. All received 7-0 votes. Also approved was an appointment to the Federated Library Board.
- Heard a report by County Board members on the recent National Association of Counties (NACo) Conference held in Washington, D.C.

Review Correspondence

Heinrich advised of an email response he received from Supervisor Duane Paulson to a constituent who had concerns with the County's performance awards system for non-represented employees.

Annual Report on Employee Performance Evaluations and Awards

Zastrow, for the benefit of new member Decker, said this system is for non-represented employees. Represented employees have not shown an interest in pursuing this system. Zastrow explained the three different non-represented pay systems a step system, open system, and a separate system for Information Systems employees.

Zastrow covered the evaluation system and its relationship to the performance awards system. Heinrich asked if we have upward evaluations where an employee would evaluate their manager. Zastrow said some departments may do this on an informal basis but other than that, no. If a department was interested, they would be open to doing this. Falstad asked if this would be costly to implement. Zastrow said any additional costs would result from training and education. She suggested if this is implemented, that it be started as a pilot project.

Zastrow discussed her report entitled "Performance Awards Based on 2005, 2006, 2007 and 2008 Performance." For 2008, a total of 335 employees were eligible for performance awards. The total possible cost if everyone eligible had received maximum base and non-base awards was \$983,747. The total actual cost for base and non-base awards was \$594,070. The total budgeted amount for base and non-base awards was \$599,166.

Zastrow said there is oversight of this program and it is monitored. If she notices too many employees in any particular area getting the maximum base and non-base awards, she will highlight those in her report and review them with the County Executive. The County Executive will then talk with department heads if he feels it is necessary.

Year-End Report on Worker's Compensation Claims

Jatzak reviewed the report entitled "Waukesha County Worker's Compensation 2004-2008 Claims History Summary." A total of 114 were claims opened in 2008 and by the end of the year, 28 claims remained open. The total incurred was \$762,263. Since 2004, 612 claims have opened and 37 remained open. The total incurred was \$3,487,587. Jatzak went on to review some of the larger claims that have opened and closed.

Future Agenda Items

- Review County Employee Turnover Statistics (Schellinger)
- Discuss and Consider Establishing Standards for Exit Interviews (Falstad)
- Follow-up on Register of Deeds 2008 Performance Evaluation Ratings (Wimmer)

MOTION: Wimmer moved, second by Falstad to adjourn at 2:25 p.m. Motion carried 5-0.

Respectfully submitted,

Approved on: _____

Ted Rolfs
Secretary